

PARK COUNTY, MONTANA
Chief Administrative Deputy Clerk and Recorder
Election Administrator

POSITION IDENTIFICATION

Functional Title: Chief Deputy Clerk and Recorder/Election Administrator
Department: Clerk and Recorder Office
Supervisor: Clerk and Recorder/Election Administrator/Surveyor
Subordinates: None
Status: Non-exempt
Pay Rate: Probation pay rate (Grade 11) will be \$12.75 hourly
Benefits: Sick leave, vacation, holiday pay, and health insurance benefits.

Resume & Applications may be submitted to the Livingston Job Service

ASSIGNED DUTIES AND TASKS

Position overview:

This is a full time position that is located in the Clerk and Recorder's Office. The Chief Deputy is in charge of the office during any absence of the Clerk & Recorder and possesses the powers and may perform the duties attached by Montana law to the office of his principal.

This position is responsible for processing voter registration, coordination election processes, verifying petitions, and various other duties as assigned. The position reports to the Clerk and Recorder/Election Administrator and does not supervise staff.

Proficiency with computer skills and data entry is required for this position.

Each duty listed below makes up at least 20% of the job, and all other functions are included in Other Duties as Assigned. All duties below are essential functions unless otherwise indicated.

VOTER REGISTRATION PROCESSING

- 1) Processes daily registration applications received in the mail by reviewing the cards to ensure accuracy and completeness. Identifies missing information and notifies provisionally registered voters.
- 2) Assists voters who come into the office to register or update their voter registration and verifies required identification.
- 3) Determines if the voter is a new voter or is already registered within the state. Selects the correct voter record from the database to update the information or enters the new voter's information in the statewide system (e.g., state id or SSN, birth date, residential address, mailing address, origination date, voter eligibility dates, etc.)
- 4) Scans voter registration application card and requests voter confirmation card.

- 5) Files application cards alphabetically in the permanent file.
- 6) Prints batches of voter confirmation cards and mails to voters.
- 7) Pulls cards of voters who have moved from the County or are on the death records, scans their permanent card(s) into the electronic cancelled file, and files the permanent card(s) alphabetically in the cancelled file.
- 8) Ensures that all voter registration applications cards are processed within the 30-day close of registration before each election.
- 9) Answers questions voters may have about the registration or election process either from voters in the office or calling by phone.
- 10) Enters new streets and address ranges in the address library, and updates changes to the address library. Review various maps to property assign districts to street address ranges.

ELECTION ACTIVITIES

- 1) Monitors and maintains inventories of election supplies. Prepares all supplies needed by election judges for all precincts. Generates registers from the computer and alphabetizes each one, prepares poll books, and compiles ballots, booths, laws, instructions, precinct lists, and other supplies as needed.
- 2) Prepares ballots for printing. Determines appropriate layout according to applicable laws and rules, formats candidates' names and position information on ballot according to established guidelines for review by the election staff and the final approval of the Clerk & Recorder.
- 3) Schedules election judges for all precincts in the county (up to 100 individuals) to ensure each polling place has an adequate number of election judges. Prepares and distributes mail ballot packets. Includes all required voting materials and information, maintains records of ballots sent, and tracks returned ballots. Verifies signatures on all returned envelopes, and maintains ballots in a secure location until day of counting.
- 4) Conducts and monitors absentee voting by verifying that each person may vote in the election, completing required documentation, proving appropriate absentee voting supplies, tracking received ballots and placing in secure location, and entering the names of absentee voters into official registers and poll books.
- 5) Responds to various election-related inquiries by interpreting information needs, locating applicable resources, or connecting them with the appropriate staff member or offices.
- 6) Prepare and test automated voting equipment used by people with disabilities.
- 7) Tests and operates tabulating machines, counts non-scannable ballots, packages voted and duplicated ballots.
- 8) Receives supplies from election judges, organizes, inventories, and stores post election materials and documents.

- 9) Certifies petitions for candidates running for office and individuals circulating issues to be placed on future ballots. Verifies individual's voter registration and signatures within the statewide voter data base, tracks number of certified signatures by district, and creates reports and verifies petitions for review by the Election Supervisor prior to submission to the Secretary of state.
 - 10) Receives and files documents including Oaths of Office, Nominating Petitions for Office, and other various candidate forms.
 - 11) Enters candidates and committees financial forms in the Database and files the hard copies and has copies available for public review.
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OTHER DUTIES AS ASSIGNED

Performs a variety of other duties as assigned by the Election Supervisor. This includes participating in special projects, occasionally filling in for other employees, participating in ongoing training, and a variety of other functions as needed.

KNOWLEDGE

This work requires knowledge of federal, state and county election laws, rules, and procedures; reading maps; local geography and corresponding voting precincts; records management; research methods; customer service techniques; skill in the use of various computer software and systems; and the ability to communicate effectively verbally and in writing and the ability to be flexible and adapt to change

Education and Experience

The required knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to graduation from high school plus one (1) year job-related work experience. The job is learned with on-the-job training.

ACCOUNTABILITY

This position makes decisions regarding the accuracy, completeness, and compliance of ballots, voter registration processes, and election procedures. Standardized methods, practices, procedures and guidelines are available to ensure compliance with statutes, rules requirements, and laws. Specific election laws, regulations, administrative rules, and processes are available, and must be followed. The person in this position is empowered to exercise good judgment in deciding which laws; regulations and processes are applicable in each election or voter registration circumstance.

INDEPENDENCE OF ACTION

The position works within established reception and customer service techniques; documentation and records management guidelines and Clerk and Recorder's Elections Office guidelines and policies. The Election Supervisor is available to provide assistance as needed.

PERSONAL CONTACTS

This position has contacts with election judges, district representative, political parties, candidates, the Secretary of State, other county employees, and member of the public to

exchange factual election information, coordinate voter registration and elections activities, resolve date errors, and respond to various inquiries that often require some interpretation of agency policies.

ADDITIONAL COMPENSABLE FACTORS

Supervision Exercised

This position does not supervise other county employees. The position may occasionally fill in for other staff, or coordinate special projects as directed.

Work Environment/Physical Demands

- Work is primarily performed in a normal office environment, involving physical demands associated with working on a computer and a scanner, communicating over the phone and in person, lifting 40-50 pound boxes and working overtime during election cycles.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with other county employees and the general public both in person and over the telephone.
- Sufficient vision, with or without correction, which permits the employee to produce and view a wide variety of written materials and to make and retrieve computer data and information entries.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard and to make handwritten notations and to move files as needed.

Certificates, Licenses, Registrations

- Driver's License
- Position is non-union and has a 6 month probationary period.
- Extensive review of work records will be done